

DTR - 5308

Executive Registry

78-1894/1

31 JUL 1970

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

**SUBJECT :** ADP Systems Engineering Services  
(Policy and Procedures)

**REFERENCE :** Memo dated 21 April 1970 to the Deputy Directors  
from ExDir, Subject: Approvals Concerning  
Acquisition of ADP Equipment and Services

In order to improve the timeliness, coordination, and effectiveness of ADP systems engineering services\* required by the Agency and to minimize expenditures for such services from outside contractors, the following policy and procedures will apply:

1. Policy -- It is Agency policy (a) to develop in staff personnel, insofar as practicable, the technical skills required to meet the ADP systems engineering needs of the Agency and (b) to provide through the Office of Computer Services (OCS) a means for coordinating contract actions in those instances where the services of commercial suppliers are required.

2. Procedures --

a. Agency computer organizations will undertake to strengthen the ADP systems engineering skills of staff personnel.

\*Systems engineering services includes assistance in generation, testing and modification of individual computer operating systems; troubleshooting hardware/software systems; and evaluation and improvement of ADP hardware/software installations.

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b. Computer organizations within the Agency will refer to OCS ADP systems engineering problems which cannot be solved within their own components or by "free-of-cost" support available to them from equipment suppliers. (OCS is empowered to make ad hoc or standing exceptions to this requirement in instances where the nature of the problem lies outside its range of technical concern or where it does not maintain liaison with the logical commercial supplier of the services required.)

c. OCS will itself respond to ADP systems engineering problems referred to it by other components and for which it has the requisite capacity.

d. OCS, in coordination with the Office of Logistics, will contract for commercial ADP systems engineering services as necessary in dealing with problems which lie beyond its capability and which can be satisfied through simple work orders on a cost-per-hour basis. OCS will fund such agreements or work orders, subject to the limitations of its current budget; if necessary, OCS will solicit funding instructions from O/PPB.

e. Requests for assistance which in OCS's judgment exceed the scope of cost-per-hour work orders and therefore are likely to evolve into requirements for major custom service contracts will be returned to the requesting component with advisory comment. In such instances, the requesting component (vice OCS) will be directly responsible for obtaining approval to negotiate and fund the custom service contract in accordance with the referenced memorandum or with approval procedures prescribed by the Deputy Director concerned, whichever is applicable.

f. OCS will establish a single internal point of contact and, in coordination with interested components, such administrative procedures as may be necessary for handling requests for ADP systems engineering services.

g. Agency components will keep OCS informed of all significant experience or agreements with commercial representatives which could affect Agency policies or procedures concerning ADP system engineering services.



L. K. White  
Executive Director-Comptroller

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Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100005-4

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100005-4